

LawOne by TimeBase

Power search national legislation.

Quick start guide

Alert profile administration

- > Administrator mode
- > Removing an alert profile user
- > Sharing an alert profile
- > Creating an RSS feed
- > Editing alert profiles
- > Deleting alert profiles

Administrator mode (1/2)

Administrators are assigned by TimeBase in consultation with the organisation. Administrators have access to all alert profiles within an organisation and can edit, delete, modify and share any alert profile.

On the **my alerts** page:

- 1 Click on **go to administrator mode**.

! In **standard user mode**, a user can only see the alert profiles that they subscribe to. In **administrator mode**, the administrator can view and manage all alert profiles within their organisation.

The screenshot shows the 'My alert profiles' page in Standard user mode. The header includes the LawOne logo, navigation links (Browse, Search, LawTracker, Trail), and the user's email address (vanessa.morris@timebase.com.au). A green callout bubble with the number '1' points to a 'Go to Administrator mode' link. Below the header, there is a section for 'Standard user mode' with a description: 'Create, edit, view and share customised alert profiles. Profiles can be set up to track by subject, sub-subject, and legislation title.' A table lists a profile named 'Intellectual property' with a plus icon and a red warning icon. To the right of the table are 'Profile Tools' including a play button, a document icon, a share icon, a RSS icon, an edit icon, and a delete icon.

The screenshot shows the 'Alerts Administration' page in Administrator mode. The header is identical to the previous screenshot. A green callout bubble with the number '1' points to a 'Go to Standard user mode' link. Below the header, there is a section for 'Administrator mode' with a description: 'Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.' A table lists four profiles: 'All ACT', 'All Commonwealth legislation', 'All NSW Legislation', and 'All NT legn'. Each profile has a plus icon and a red warning icon. To the right of the table are 'Profile Tools' including a share icon, an RSS icon, an edit icon, and a delete icon.

Administrator mode (2/2)

- 2 **Toggle** alert profiles to view profile details, including the list of users the alert profile has been shared with and their permissions.

The screenshot shows the LawOne Alerts Administration interface. At the top, there is a navigation bar with 'LawOne by TimeBase', 'Browse', 'Search', 'LawTracker', and 'Trail'. The user 'Kathrin Thomson' is logged in. The main header is 'Alerts Administration'. Below this, there is a section for 'Administrator mode' with a 'Go to Standard user mode' link. The main content area shows a list of alert profiles. The first profile, 'All ACT', is highlighted with a green circle containing the number '2'. This profile's details are shown below, including its description, frequency, report type, events, tracking, and notification settings. A table lists the users currently shared with this profile, including their names and email addresses. At the bottom, there are four more profile options: 'All Commonwealth legislation', 'All NSW Legislation', 'All NT legn', and 'All Queensland', each with its own set of profile tools.

Alerts Administration

Administrator mode [Go to Standard user mode](#)

Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.

Profile Name **Profile Tools**

2 All ACT

Description: All ACT legislation

Frequency: Half-daily Daily Weekly Monthly

Report Type: Standard

Events: Amended, Assent/Notification, Commenced, Bill/Draft Progress, Repealed

Tracking: [View tracked legislation](#)

Notification: Notify only if activity

Currently shared with:

DOMINGUEZ, Robert (Profile Manager)	robert.dominguez@timebase.com.au	
MARIANI, Peter (Profile Manager)	peter.mariani@timebase.com.au	
MORRIS, Vanessa (Profile Manager)	vanessa.morris@timebase.com.au	
NGO, Vi (Profile Manager)	vi.ngo@timebase.com.au	
OSBICH, Lauren (Profile Manager)	lauren.osbich@timebase.com.au	
TONG, Melissa (Profile Manager)	melissa.tong@timebase.com.au	

+ All Commonwealth legislation

+ All NSW Legislation

+ All NT legn

+ All Queensland

Removing an alert profile user

Administrators can remove users from alert profiles, ending their email alerts.

- 1 **Toggle** an alert profile to view the list of users the alert profile has been shared with.
- 2 Click a **trash icon** to remove that user.

LawOne by TimeBase [Browse](#) [Search](#) [LawTracker](#) [Trail](#) Kathrin Thomson

Alerts Administration

Administrator mode [Go to Standard user mode](#)

Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.

Profile Name **Profile Tools**

1 **All ACT**

Description: All ACT legislation

Frequency: Half-daily Daily Weekly Monthly

Report Type: Standard

Events: Amended, Assent/Notification, Commenced, Bill/Draft Progress, Repealed

Tracking: [View tracked legislation](#)

Notification: Notify only if activity

Currently shared with:

DOMINGUEZ, Robert (Profile Manager)	robert.dominguez@timebase.com.au	2
MARIANI, Peter (Profile Manager)	peter.mariani@timebase.com.au	
MORRIS, Vanessa (Profile Manager)	vanessa.morris@timebase.com.au	
NGO, Vi (Profile Manager)	vi.ngo@timebase.com.au	
OSBICH, Lauren (Profile Manager)	lauren.osbich@timebase.com.au	
TONG, Melissa (Profile Manager)	melissa.tong@timebase.com.au	

+ All Commonwealth legislation

+ All NSW Legislation

Sharing an alert profile

Administrators can share alert profiles and modify user permissions.

- 1 Click on **share profile**.
- 2 Click on **add users**, enter an **email address** and click **add** to share the alert profile.
- 3 Click on the **key icon** to modify user permissions and select **standard user** or **profile manager**.
- 4 Click **done**.

! Profile managers can be identified by the **green profile manager icon**. They can edit, share and delete the alert profiles they are managers of.

The screenshot displays the 'Alerts Administration' page in the LawOne system. The page is in 'Administrator mode' and shows a list of profile names, including 'All ACT'. A 'Profile Tools' menu is visible, with a green circle '1' highlighting the 'Share profile' icon. A 'Share profile' dialog box is open, showing a list of users currently shared with the profile. A green circle '2' points to the 'Add users' button, a green circle '3' points to the 'Profile Manager' radio button next to Robert Dominguez, and a green circle '4' points to the 'Done' button. A red exclamation mark icon is placed next to Robert Dominguez's name.

Creating an RSS feed

Create an RSS feed to monitor new content for the alert profile.

From the **my alerts** page:

- 1 Click the **RSS icon** and follow the instructions.

The screenshot shows the 'Alerts Administration' page in the LawOne interface. The user is logged in as 'vanessa.morris@timebase.com.au'. The page is in 'Administrator mode'. A list of alert profiles is shown, including 'All ACT', 'All Commonwealth legislation', 'All NSW Legislation', 'All NT legn', 'All Queensland', 'All SA legislation', 'All Subject areas', 'All Tasmania', 'All Victorian legislation', 'All WA legn', 'Animals', 'Banking and Finance DAS', 'Bankruptcy Legislation', 'CDPP and Crim legn', 'Compliance NSW and QLD', 'Corporations', and 'Corporations Service DAS updating'. A 'Profile Tools' menu is open over the 'All ACT' profile, showing a '1' in a green circle next to the RSS icon. A tooltip is displayed, providing instructions on how to create an RSS feed and the URL: `http://www.timebase.com.au`. The tooltip also mentions that users can subscribe to the feed by clicking on a link.

Editing alert profiles

Administrators can edit any alert profile.

In **administrator mode**:

- 1 Click on the **edit icon** to edit the alert profile.

! Refer to the **alert profile quick start guide** for detailed instructions on editing alert profiles.

LawOne by TimeBase [Browse](#) [Search](#) [LawTracker](#) [Trail](#) vanessa.morris@timebase.com.au

Alerts Administration

Administrator mode [Go to Standard user mode](#)

Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.

Profile Name	Profile Tools
+ All ACT	1
+ All Commonwealth legislation	
+ All NSW Legislation	
+ All NT legn	
+ All Queensland	
+ All SA legislation	
+ All Subject areas	
+ All Tasmania	
+ All Victorian legislation	
+ All WA legn	
+ Animals	
+ Banking and Finance DAS	
+ Bankruptcy Legislation	
+ CDPP and Crim legn	
+ Compliance NSW and QLD	
+ Corporations	
+ Corporations Service DAS updating	

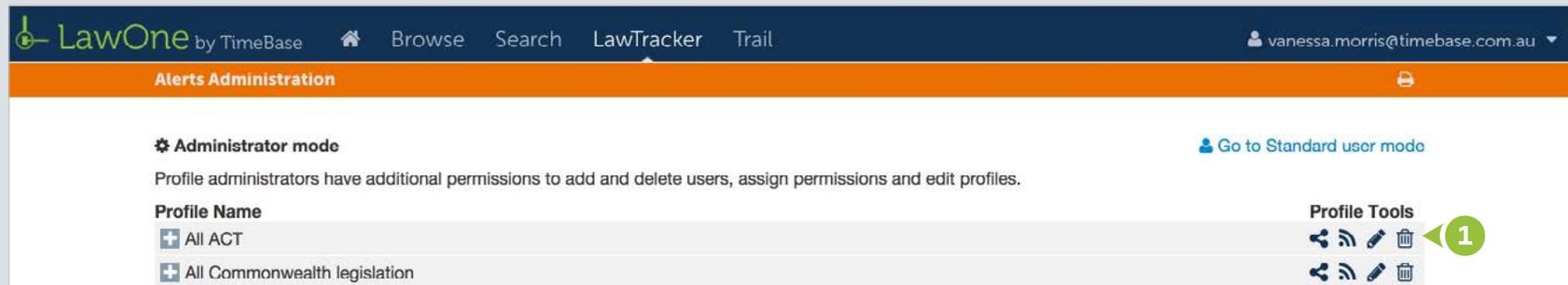
Deleting alert profiles

Administrators can delete any alert profile.

In **administrator mode**:

- 1 Click on the **trash icon**.
- 2 Read the message and click **delete** to remove the alert profile from the system.

! **Deleting** an alert profile will remove it from the system, ending all email alerts for all alert profile users.



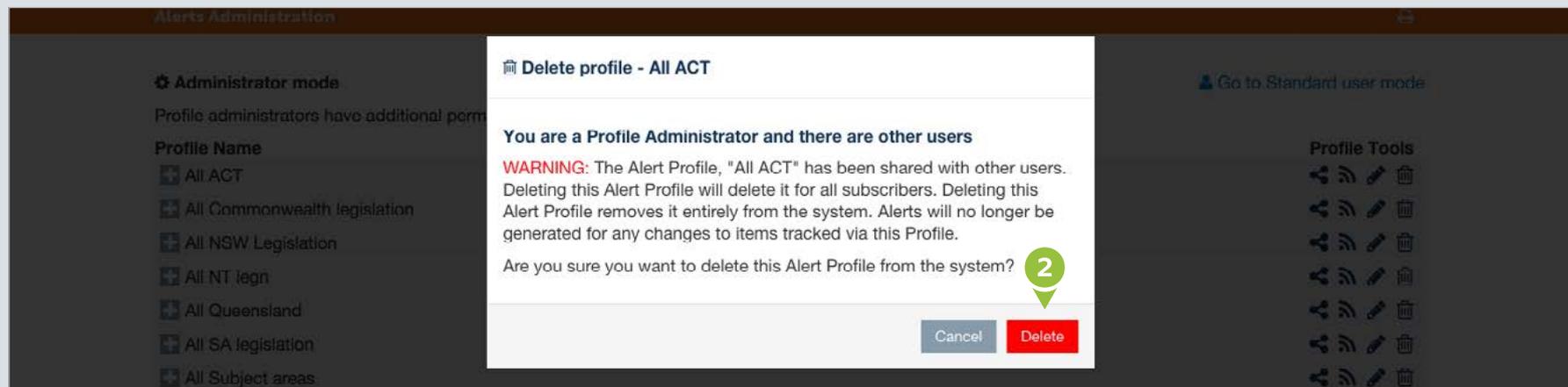
LawOne by TimeBase | Browse | Search | LawTracker | Trail | vanessa.morris@timebase.com.au

Alerts Administration

Administrator mode [Go to Standard user mode](#)

Profile administrators have additional permissions to add and delete users, assign permissions and edit profiles.

Profile Name	Profile Tools
+ All ACT	 1
+ All Commonwealth legislation	



Delete profile - All ACT

You are a Profile Administrator and there are other users

WARNING: The Alert Profile, "All ACT" has been shared with other users. Deleting this Alert Profile will delete it for all subscribers. Deleting this Alert Profile removes it entirely from the system. Alerts will no longer be generated for any changes to items tracked via this Profile.

Are you sure you want to delete this Alert Profile from the system? 2

For more detailed instructions on
searching in LawOne, visit:

www.timebase.com.au/support/lawone/lawtracker.html

Need further help or technical support?

Talk to a TimeBase team member:

1800 077 088

(Mon–Fri, 8am–4:30pm)

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